

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CASEWORKER**

Jurisdictional Class: **Competitive**
Date Adopted:
Date Revised: **09/13/00; 02/14/03**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **15**

GENERAL STATEMENT OF DUTIES: Under supervision, a Caseworker identifies and provides appropriate services for individuals and/or their families, including children, to assist them with their economic, emotional, social, and environmental difficulties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work is performed under the close supervision of a supervising caseworker or coordinator, with in-service training provided through the agency's staff development program. A Caseworker, in consultation with the supervising worker and/or the interdisciplinary team, formulates and carries out plans to meet the individual needs of the cases assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates and carries out plans to meet the needs of the individual or family;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
Studies the background and need for care of children referred, securing information from the child, the family, relatives, schools, churches, family courts, and other agencies;
Participates and/or attends legal conferences and hearings as requested or required and prepares and maintains related paperwork, such as petitions, court orders, treatment plans, etc.;
Plans with parents and relatives for the care of children and reestablishment of the home;
Establishes a relationship with individuals and families to persuade them to avail themselves of recommended services;
Identifies the need for service through in-depth discussion with clients;
Maintains liaison with various agencies to which individuals and families can be referred for services;
Works closely with other staff, such as homemakers, preschool personnel and community agency workers in carrying out the plan for services;
Reviews existing case records for available information for use in formulating a plan of treatment;
Periodically reviews cases to determine change in the individual's or family's situations affecting need for service.

WHEN WORKING IN DEPARTMENT OF SOCIAL SERVICES:

May, when foster care is necessary, determine whether the child's needs can best be met in an institution or a foster family home.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of Federal, State and local Mental Health and/or Social Services laws and programs; ability to establish and maintain successful relationships with people; imagination; sensitivity to the reactions of others; good powers of observation and analysis; initiative; tact; emotional maturity; good judgment; good physical condition.

Last Reviewed: n/a
Last Updated: 09/13/00;02/14/03
Reviewed By: n/a
Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

Candidate must meet the following minimum requirements:

- (A) Possession of a bachelor's degree from a regionally accredited or a New York State
- (B) Registered four (4) year college or university; **OR**
- (C) Certification as a Registered Nurse with one (1) year of experience in that profession.

(Administrative Directive from N.Y.S. Department of Social Services to County Personnel Officers, 12-9-87)

ADDITIONAL REQUIREMENT FOR CASEWORKER IN MENTAL HEALTH:

One (1) year of experience in providing direct services to people who are diagnosed as suffering from mental illness, mental retardation, alcoholism or substance abuse or homeless.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.